

**CDDO OF SOUTHEAST KANSAS  
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION  
POLICIES AND PROCEDURES**

**REGARDING: CDDO Implementation Responsibilities**

**REFERENCE: K.A.R. 30-64-22**

**Revised 08/04, 11/09, 07/14, 04/15, 4/19**

**Reviewed 6/23**

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**POLICY**

The CDDO will develop all CDDO service area policies/procedures as required by DD Reform Rules and Regulations, other governing authority, or as it deems appropriate for its service area. The CDDO will implement all approved service area policies/procedures provided for in K.A.R. 30-64-21, or any other approved policies/procedures, in an ethical, fair, and unbiased manner.

**PROCEDURE**

The CDDO will:

- Implement the approved service area procedures provided for in K.A.R. 30-64-21
- Collect and report to Kansas Department for Aging and Disability Services (KDADS), in a manner they specify, all information requested, including the following:
  - Information required by the current KDADS information system.  
Copies of independent financial audits/reports obtained by the CDDO, as well as any management letters generated as a result of the audits.
  - Any other information or records possessed by the CDDO that KDADS needs in order to monitor how services are provided in the service area.
- Organize a council of community members as provided for in K.A.R, 30-64-31.
- Organize a local committee on quality assurance (QA) as provided for in K.A.R. 30-64-27.
- Ensure that all services are provided in a manner that meets these requirements:
  - Provides to all persons equal access to services, including those persons currently residing in any ICF/IDD or institution, but referred to the CDDO for community services.
  - Provides that each person receiving or applying for community services, and/or that person's guardian, if one has been appointed, receives information at least annually, communicated in a format/manner appropriate for the person to understand, regarding the following:
    - ✓ The types of community services available in the CDDO service area and information concerning the providers of those services.
    - ✓ The rights of persons served pursuant to the Developmental Disabilities Reform Act (DD Reform) and implementing rules and regulations, the content of which shall be approved by KDADS.
  - Enables a person, or the person's guardian if one has been appointed, to choose the person's community service provider.
  - Promotes the efficient delivery of services within the service area.

Persons, their families/guardians, will be informed of their rights and service options as follows:

- At single point of application/entry, persons will be provided information on all area services and providers and the person's rights according to DD Reform. This will be reviewed with the person/family/guardian by the CDDO Coordinator.
- The CDDO will review rights with each person annually and maintain documentation that this has been done.
- The CDDO will offer case managers and service providers information on individual rights and responsibilities and services and providers available.

The CDDO will ensure that each service provider abides by the policies/procedures applicable to the service area as established by the CDDO pursuant to K.A.R. 30-64-21. Affiliation procedures are outlined in CDDO Policy/Procedure Regarding Affiliation with the CDDO.